



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

May 20, 2015

Nancy Harris  
2519 S. Union.  
Des Moines, IA 50315

Dear Child Care Provider,

This letter is in regards to the May 11, 2015 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.4 No more children are in care than the rules for the specific category will allow.

*At the time of my initial visit on May 8, 2015 there were 10 preschool and infant age children present. Your assistant and another household member were present. Your assistant appeared to be the primary caregiver for the children at this time. In my assessment of the situation, there was a lack of supervision that caused me to be concerned about the children's safety. Several of the children were engaging in unsafe activities such as attempting to climb the fence; attempting to leave the fenced in backyard area when there is a busy street out front; playing with items in the backyard that are unsafe, such as large sticks and the storm drain pipes; and misuse of toys, which could have resulted in serious injury. I was also concerned that children were constantly running in the house where an adult was not present. It is not reasonable or appropriate to expect one person to properly supervise that many young children at one time. At the time of my visit, you are unavailable due to running an errand. However, you did speak with me on the phone. Due to the nature of the situation. I requested that you contact parents and have four of the children picked up immediately so that you would be within your numbers. I also requested that you returned to the residence as soon as possible. You are very agreeable and did contact parents appropriately. Prior to my leaving the residence at least four children were picked up causing you again to be in compliance with your numbers.*

*When I returned on May 11 to recheck your daycare you had six preschool /infant age children and one school age child for a total of seven children present. We discussed the numbers requirements at length. You are informed that relatives and drop-in's are always counted in your numbers. You did sign a safety plan agreeing to make adjustments to bring you into compliance with your numbers. You have options to help you again be in compliance with your numbers. If you remain a category A, you will need to readjust your schedule or let some clients go. You may also want to consider applying for a category B license. Operating as a category B you can have up to eight children at one time by yourself and up to 12 children. If you have an approved assistant/substitute present with you at all times. In the event that you need to let clients go, you will have until June 1, 2015 for clients to find alternate daycare arrangements. In the event that*

***you choose to apply for a category B I have included an application which you should send to the registration unit. If you choose to apply for a category B, please do not begin operating as a category B until you are officially approved by registration to do so.***

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

***During my second visit. I noticed that your basement window had been broken. You indicated that the children kicked the ball and broke the window a couple of dates prior. Please be sure to repair the window as soon as possible and in the meantime, you will need to place a board or piece of Styrofoam over the window so that the children cannot cut themselves or have access to the glass.***

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

***I observed a snowblower, very large sticks, rusted bed frames, and pieces of storm drain pipes; all of these items present a hazard to the children and need to be removed from the play area. Please also ensure that the children are properly playing with the toys outside. When 20 that was a particular concern to me was a toy car that the children could climb into and right around in. I observed one child climbing in to the car and two other children pushing the child down the hill in your backyard, which could cause serious injury. This type of toy is intended for a flat surface and proper supervision while in use. I was also concerned that there were multiple children jumping on the trampoline at one time, and there were also toys on the trampoline, which could also cause injury. Best practice indicates that only one child should be on the trampoline at any given time, no child under the age of five should use the trampoline, and there should be no other toys or items on the trampoline with the child. You trampoline did have a safety net which is appropriate.***

***South Union is a very busy street which the children would have direct access to from your front yard. Your backyard is appropriately fenced and however, I observed several of the children attempting to get out of the gate and go into the front yard. The fence is a chain-link fence and the children are easily able to open the fence and get into the front yard. You will need to make immediate adjustments to your fence that prevent the children from opening the gate. This adjustment needs to be made immediately and cannot wait until July 3, 2015 when the rest of the requirements are due.***

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

***You reported that your currently working with Child Care Resource and Referral to get help on creating your disaster plans and map.***

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

***The smoke detector in your basement was beeping indicating a low battery. Please make sure to change the battery in this device and check all other smoke detectors on a monthly basis to make sure the batteries are working. Whenever the smoke detectors are beeping, please make sure to change the battery. If changing the battery does not stop to beeping, you will need to replace the smoke detector or properly repair it.***

☐ 110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations.

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

☐ 110.5(1)p Children under the age of one year are placed on their backs for sleeping unless otherwise authorized in writing by a physician.

***You indicated that three-month-old child typically sleeps in the car seat or in a bouncy seat. I did observe an appropriate crib and asked that you begin using this for the infant's naps. Please be sure that there are no toys, blankets, or any other items in with the child while they are sleeping.***

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

***Please be sure that you, your assistant, and any other adult household members have a current physical within the last two years. Please use the new forms located on pages 24 and 25 of the packet provided to you at the time of the spot check. These forms should be taken to your doctor to be completed and are good for a period of three years.***

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

***Please contact Wendy Van Haaften at Child Care Resource and Referral 515-246-3560 for assistance in locating a CPR course. You may also take the written portion of this course online, but will still need to complete the skills portion in person. Your registration is not due for renewal***

***until August 2016. Please note that if you do not have a current CPR certificate at the time of your renewal registration will not approve you for child care until it is completed.***

☐ 110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

***Please contact Child Care Resource and Referral at 515-246-3560 for assistance.***

☐ 110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

***Please contact Child Care Resource and Referral at 515-246-3560 for assistance.***

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

***Please use the form provided on pages 24 and 25 of the packet. This document should be current and easily accessible at all times.***

***Currently your help her is listed as an assistant only. Assistance may assist you in caring for the children, but cannot be solely responsible for them. For example, you cannot run an errand and leave the children by themselves with your assistant. You would need to apply for a category B license and have your assistant apply to be a substitute. This would allow you to have more children in your care and would also allow you to run errands while you're substitute filled in for you. Please keep in mind that you will need to still remain within the number requirements. For example, if you are a category B and watching 12 children. You cannot run an errand and leave your substitute to watch the children. Your substitute may only watch eight children. When you are not available. A category a provider cannot access the substitute. You can have an assistant/substitute. As a category A however, it does not give you the ability to go over caring for six children at one time.***

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

***please make sure you are updating these files on a yearly basis. A good time to update files is on the child's birthday and at the time of school enrollment. You will need to be upfront with parents that their child cannot come to daycare, unless there paperwork is updated.***

- ☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

***Please refer to pages 1 and 2 of the packet.***

- ☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

***Please refer to pages 1 and 2.***

- ☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

***Please refer to page 3***

- ☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

***Request from parents.***

- ☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

***Request from parents. You can provide parents with page 4 of the packet to assist them.***

- ☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

***Request from parents. You can provide parents with page 4 of the packet to assist them.***

- ☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

***Request from parent.***

- ☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

***Refer to page 1.***

- ☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

***Request from parents.***

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

***Request from parents.***

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

☐ 110.5(8)j Injury report forms to document injuries requiring first aid or medical care.

***Refer to page 5.***

☐ 110.8(1) **SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "A"**

☐ 110.8(1)a Not more than six preschool children present at any one time including infants.

***Seven children were present at the time of my visit, one was a school age or who will have been there all day. We discuss the timeframe requirements for an additional to school age children for two hours. You reported that this child is a drop-in child and he will not be returning.***

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

x☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is **NOT** necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: July 3, 2015.**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 or [mcrawfo@dhs.state.ia.us](mailto:mcrawfo@dhs.state.ia.us) if you have any questions regarding this letter.

Sincerely,

*Melissa Crawford*  
Melissa Crawford  
Social Worker II

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).